



**U.S. DEPARTMENT OF COMMERCE
U.S. Census Bureau
Field Recruitment Bulletin**

ISSUE DATE: September 15, 2015
CLOSING DATE: September 21, 2015

Recruitment Bulletin No: **15-3299-011 EX**
Los Angeles Regional Office

POSITION: Regional Technician

SALARY RANGE:

GG-0301-7 \$20.91 to \$27.18 per hour
GG-0301-9 \$25.58 to \$33.25 per hour

PROMOTION POTENTIAL: GG-0301-12

NUMBER OF POSITIONS: One

EXCEPTED SERVICE APPOINTMENT: This position is a temporary, Excepted Service, Schedule A position. The Not to exceed date for this position is September 17, 2016. This position cannot be made permanent.

WORK SCHEDULE: This position has mixed-tour work schedule. A mixed-tour work schedule provides periods of full-time, part-time, and/or intermittent work to accommodate fluctuating workloads. The candidate(s) selected for this position must sign an agreement outlining the conditions of employment prior to appointment.

AREA OF CONSIDERATION: Positions are located in Van Nuys, CA

- **Who May Apply:** External – All Sources - All U.S. Citizens.

RELOCATION EXPENSES WILL NOT BE PAID.

DUTIES: The primary purpose of this position is to provide technical assistance to the assigned Regional Office (RO)/Regional Census Center (RCC) for the 2016 Test. Working under specific direction from the Regional Office/Regional Census Center, the incumbent of this position provides technical and administrative support for all recruitment, personnel, payroll, field data collection, group quarters, office and evaluation operations, automation activities, postal liaison activities, map/geography problems and publicity for the managers of the Local Census Office (LCO) to which incumbent is assigned in order to assure timely, orderly, and efficient conduct the 2016 Test. The incumbent serves as a regional staff representative between assigned Local Census Office (LCO) and RO/RCC or as a technical/procedural specialist in a variety of areas. He/she must be able to perform effectively and efficiently under stringent time constraints including the ability to deal effectively with a variety of personnel within and outside the RO/RCC and/or the LCO.

QUALIFICATIONS: Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below.

Applicants must have the specialized experience or education indicated below or a combination of both.

Please note: If you are using education to basically qualify for a position, you MUST submit a copy of your college transcripts or a listing of college courses showing title of the class, grades earned, completion dates, hours earned, the type of hours earned (semester/quarter), and grade point average. Applicants selected for position will be required to supply original transcripts.

GG-0301-07

Experience: One year of specialized experience equivalent to the next lower grade level that provided: (1) knowledge of one or more administrative functions such as personnel, payroll, recruitment, testing, equal employment opportunity, finance, accounting, procurement, space and/or leasing, or contracting in order to provide support and services to an organization; and (2) knowledge of demographic techniques, data collection procedures, survey techniques, or geographic principles.

Education: Bachelor's degree in any area with Superior Academic Achievement OR one full year of graduate education directly related to the position that provided: (1) knowledge of one or more administrative functions such as personnel, payroll, recruitment, testing, equal employment opportunity, finance, accounting, procurement, space and/or leasing, or contracting in order to provide support and services to an organization; and (2) knowledge of demographic techniques, data collection procedures, survey techniques, or geographic principles.

GG-0301-09

Experience: One year of specialized experience equivalent to the next lower grade level that demonstrates: (1) ability to provide administrative support services to an organization in one or more areas such as personnel, payroll, recruitment, testing, equal employment opportunity, finance, accounting, procurement, space and/or leasing, or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

Education: Two full years of graduate education or a master's degree directly related to the position that demonstrates: (1) ability to provide administrative support services to an organization in one or more areas such as personnel, payroll, recruitment, testing, equal employment opportunity, finance, accounting, procurement, space and/or leasing, or contracting; and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

Specialized experience is defined as follows: Experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit a separate, individual statement addressing each of the following:**

1. Demonstrated experience in providing technical and administrative support for a large-scale field survey or data collection operation.
2. Experience, which demonstrates knowledge of administrative program requirements for space, furnishing and equipment acquisition, telecommunications, automation, recruiting, personnel, payroll, or staffing activities.
3. Experience in analyzing cost and progress reports for a field or office operation.

CONDITIONS OF EMPLOYMENT:

- Must be willing to travel overnight for work assignments, training, etc.
- Must have use of an automobile and a valid driver's license.

HOW TO APPLY: Applicants must submit a separate completed Optional Application for Federal Employment ([OF-612](#)) or a resume for each grade level for which you are applying. Be sure to include the grade level, on each application, and be sure to list the Recruiting Bulletin and Title on each application. List your work duties and accomplishments relating to the job for which you are applying. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruitment Bulletin number, title, and grade for which you are applying.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- E-mail address if available.
- Social Security number.
- Country of citizenship (**this Federal job requires U.S. Citizenship**)
- Veterans' Preference – Applicants claiming 10-point veterans' preference must submit an [SF-15](#), Application for 10-point Veterans' Preference, with the required proof (i.e., statement from Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. If the applicant does not provide this supporting documentation for the 10-point preference, but has provided the documentation for the 5-point preference, they will receive the 5-point preference only (until the documentation for the 10-point preference is received).
- Highest Federal civilian grade held (if applicable).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (for example, other languages, typing speed, computer software/hardware, or tools), certificates/licenses (current), and honors, awards, and special accomplishments (for example, publications or memberships in professional societies.).

Please Note: Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government fax machines will not be accepted.

Applicants requiring reasonable accommodation for any part of their application and hiring process should call **Recruitment at 1-800-992-3529**.

Complete application package must be received by the closing date of the bulletin and submitted to:
U.S. Census Bureau, Los Angeles Regional Office
15350 Sherman Way, Ste. 400
Van Nuys, CA 91406
Attention: 2016 Census Test Regional Technician Position

For more information on this vacancy, call Lydia Lee, 2016 Census Recruiter at 1-800-992-3529.

APPLICATION DEADLINE: Application materials must be received by the closing date of the recruiting bulletin. Applications received after this date will not be considered.

OTHER INFORMATION:

- This is a Mixed-Tour work schedule, which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign an agreement outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment ([OF-306](#)) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Applicants must be 18 years or older to be hired.
- Applicants must be a U.S. citizen.
- Public law requires all new appointees to present proof of identity and employment eligibility.
- Employees, who receive a Voluntary Separation Incentive Payment (VSIP) or a buyout and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.
- Disabled Veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling the Los Angeles Regional Office at 1-800-992-3529.
- Selected applicants must pass a background investigation.

For further information on this vacancy, call Recruitment at 1-800-992-3529.

THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY at 1-800-992-3529. THE DECISION OF GRANTING A REASONABLE ACCOMMODATION WILL BE A CASE-BY-CASE BASIS.

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR